

## AT&L Workforce Position Category Description (PCD)

<b>Career Field:</b>	Business	
<b>Career Path:</b>	Cost Estimating	
<b>Short Title</b>	BUS-CE	
<b>Category Code:</b>	P	<b>Ref:</b> (a) DoDD 5000.52 dtd 12 Jan 2005
<b>Date Approved:</b>	1 April 2009	(b) DoDI 5000.66 dtd 21 Dec 2005
<b>Last Reviewed:</b>	1 April 2009	(c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

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### Notes:

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

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**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

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### AT&L Career Field/Path Specific Duties:

#### Technical Process

- Obtain system description (e.g. Cost Analysis Requirements Description (CARD))
- Define scope of the estimate
- Prepare life cycle cost estimate that include all major components
- Develop Cost Estimating/Analysis Techniques
- Conduct Cost Research
- Develop CES or WBS
- Collect and analyze programmatic data in support of CERs and factors
- Normalize collected data and be able to perform regression analysis
- Analyze schedules and use time-phasing techniques
- Apply basic knowledge of statistics, engineering, finance, learning curve and rate theory, software cost estimating
- Develop, populate, and analyze cost models
- Apply risk analysis and sensitivity analysis techniques
- Establish procedures and techniques for analyzing and evaluating performance against standards and developing validating data sources
- Effectively communicate, persuade, negotiate with program managers, contractors, and subject matter experts
- Perform "what-if" analysis on established cost models, and databases
- Utilize statistical techniques
- Document cost estimate including the assumptions, data, techniques, and models
- Defend cost estimate to various levels of leadership
- Provide technical assistance on cost related issues

#### Technical Management Process

- Perform Proposal Evaluation/Source Selection
- Perform Force Structure Programming Analysis
- Formulate Cost Analysis Studies
- Conduct Analysis of Alternatives
- Measure and Evaluate Contractor Performance
- Apply analytical evaluative techniques and Earned Value Management (EVM) policies and methodologies of performance measurement to acquisition programs
- Communicate, persuades, negotiates with program managers, contractors, and subject matter experts
- Plans and conducts research projects leading to improved analytical concepts, methods, and techniques
- Determine acceptability of contractor's management control systems, analyzes cost and schedule performance data, and ensure maintenance of accepted systems
- Plan, organize, and supervise cost activities and programs

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- Conduct Economic Analyses
  - Review and certify adequacy of cost, economics, and business case analyses
  - Develop standards and techniques for evaluating adequacy of cost activities and capabilities
  - Serve on technical and financial boards and committees
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**Typical Line and Staff Position Titles:** Economist, Cost Estimator, Cost Analyst, Senior Cost Analyst, Lead Cost Analyst, Operations Research, Mathematics, and Statistics,

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**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions.

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**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0343	0855	1530	Not Identified	AKx	65FX	8006 8844
0800	0896	1515			65WX	8057 8850
0801	1101	1520				8058 8852
0803	1501	1599				8059
0830						

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090